

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**STORMWATER SERVICES MANAGER  
ENGINEERING DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs professional and technical civil engineering work in overseeing the activities of the Stormwater Services Division of the Engineering Department, and in reviewing land development plans related to stormwater and erosion control, stormwater quality and quantity design, land disturbing activity review, and other development activity. Employee reports to the Engineering Director.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class supervises all the work of the staff in the Stormwater Services Division of the Engineering Department, develops policy as it relates to stormwater and floodplain activities, supervises employees that perform plan review activities, and prepares and administers the budget for the Stormwater Services Division. Work also involves providing technical engineering services to City department engaged in construction and maintenance of public works and general use facilities. Employee supervises staff as they perform technical engineering work coordinating the review of land development plans for compliance with City, state and federal laws related to stormwater and erosion control, stormwater quality and quantity design, land disturbing activity review, and other development activity. Work of employee and staff requires close inspection of City projects with regard to stormwater and erosion control and assurance that existing facilities are maintained in accordance with the proper engineering practices and techniques. Tact and courtesy must be excised in frequent contact with local, state and federal agencies, engineers, developers and contractors, City officials and staff, and the general public. Employee exercises independent judgment and initiative in developing work methods. Work is performed under limited supervision of the Engineering Director and is evaluated through conferences, observations and results of assigned projects.

**ILLUSTRATIVE EXAMPLES OF THE WORK**

**ESSENTIAL JOB FUNCTIONS**

Manages the Stormwater Services Division of the Engineering Department by supervising both technical and administrative support staff, preparing budgets for the division, administering monies and monitoring expenditures, and overseeing permits for the department.

Supervises a professional, technical and clerical staff, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving

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problems as non-routine situations arise; administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising, disciplining, etc., preparing and submitting reports and records as required by City and department management.

Designs stormwater plans for implementation of Public Works staff.

Ensures implementation of the EPA Non-Point Source Pollution Discharge Elimination System (NPDES) Permit for the City; acts as the City's representative on all matters relating to all permit issues.

Administers the City of Asheville Flood Insurance Program including the Community Rating System process; maintains all related records necessary for compliance.

Serves as support staff for the City's Technical Review Committee (TRC) on all matters relating to stormwater and erosion control.

Confers with developers, contractors, engineers, City officials, and members of the general public to explain ordinance provisions and standards; confers with state officials during program review.

Reviews land development plans for conformance to established City standards, policies and sound engineering principles and practices.

Issues erosion control and stormwater permits after approving plans.

Inspects stormwater and control structures, measuring them for compliance with ordinances.

Administers erosion control and stormwater ordinance and manual.

Provides technical design assistance to other City departments.

Places stop-work orders on jobs that fail to comply with ordinances after several notifications.

Resolves citizen complaints and provides assistance to the public on erosion and drainage concerns.

Maintains a variety of files and records and prepares reports from them.

Recommends and develops ordinance revisions for state and federal compliance.

Maintains up-to-date knowledge of the current literature, trends and developments in the field of stormwater and floodplains; attends seminars, conferences, workshops, classes, lectures, etc., for information and professional development; reviews professional journals, attends association and professional meetings and otherwise maintains contacts with professionals to facilitate exchange of information.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of stormwater quality and quantity practices.

Thorough knowledge and understanding of all state and federal laws pertaining to stormwater and erosion control practices.

Thorough knowledge of the conformance of stormwater and erosion control measures.

Considerable knowledge of assigning, directing, supervising and evaluating the activities of subordinate personnel.

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General knowledge of land and engineering survey systems, methods, and techniques.

General knowledge of the principles and practices of civil engineering as applied to design and construction of a variety of public works facilities and projects.

General knowledge of civil engineering as applied to the design, construction, and maintenance of various solid waste management projects.

General knowledge of accepted standard bookkeeping and accounting practices and procedures as applicable to governmental transactions.

Skill in the use of engineering drafting and surveying equipment.

Skill in both verbal and written communications.

Ability to adapt engineering methods and standards to the design and construction of a variety of City public works and related facilities and projects.

Ability to work with other agencies, including both state and federal government employees.

Ability to work with citizens to answer questions pertaining to stormwater and erosion control.

Ability to prepare presentations for various groups including civic organizations and school groups.

Ability to prepare technical reports.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in civil engineering, hydrology, or a related field and 4 to 6 years of related experience; and or any equivalent combination of training and experience required to perform the essential position functions.

### **SPECIAL REQUIREMENTS**

Registration as a Professional Engineer by the State of North Carolina or the ability to obtain same within one year from date of hire. Possession of a valid driver's license issued by the State of North Carolina.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

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**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Exempt  
Salary Grade 21